

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**February 13, 2008**

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<b>TITLE:</b>	Administrative Support
<b>POSITION NO:</b>	00339
<b>LOCATION:</b>	Child & Family Services, Hamilton
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 3
<b>STARTING SALARY:</b>	\$20,149 - \$25,188 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, February 28, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess the required education and six months of office experience. Salary depends upon education and experience.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position is responsible for providing clerical and administrative support services to division social workers regarding foster care, investigative, and licensing functions. The person in this position works closely with county social workers and supervisors to act as a liaison between division social workers and other divisions of DPHHS, the County Attorney's Office, and numerous other community-based providers/partners to ensure smooth coordination in the

provision of services to ensure the safety, well-being, and permanency of children brought to the attention of CFSD. The incumbent attends workshops, training sessions, conferences, and meetings as requested by supervisor; contacts vendors for property maintenance and repairs; types personnel correspondence, forms, and appraisals/pre-appraisals using knowledge of personnel forms and the payroll manual; makes travel arrangements for staff; processes travel vouchers and payroll related documents; maintains a tickler file of foster care review, informing workers of reviews; and assists social workers in maintaining data in computerized information system Child & Adult Protective Services (CAPS), The Economic Assistance Management Systems (TEAMS), and the System for Enforcement and Recovery of Child Support (SEARCHS), etc. The incumbent is also responsible for criminal, sex offender and driver's license background checks on applicants for daycare, foster care, or adoption and routes the findings to the appropriate authority.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of office practices and procedures; business English and legal terminology; and composing business and legal correspondence. Knowledge of social services systems is preferred.

Skills: Skill in the use of a personal computer including word processing programs, such as Word Perfect, Word, and CAPS/TEAMS/SEARCHS.

Abilities: Ability to work well independently; set priorities; make decisions; multi-task; stay calm in stressful situations; and communicate with all people within the agency with respect, tact, and diplomacy.

**EDUCATION/EXPERIENCE REQUIRED:** High school diploma (or GED) **AND** one year clerical/administrative experience in an office setting.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required

documentation includes a DD-214 or PHHS Certification of Disability form; and

3. Supplemental question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Administrative Support  
Position: #00339  
Location: Child & Family Services Division, Hamilton

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to the supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. The response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: You answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. It will be the responsibility of this position to set up and maintain client and computer files. What steps or procedures would you use to do this? Do you have experience with this in previous positions you have held? Describe procedures you used in your previous position(s).